

January 19, 2001

INSPECTOR GENERAL INSTRUCTION 8320.1

SUBJECT: OIG, DoD, Data Administration Program

References:

- a. DoD Directive 8320.1, "DoD Data Administration," September 26, 1991
- b. DoD Manual 8320.1-M-1, "Data Standardization Procedures," April 2, 1998

A. Purpose. This Instruction updates the Office of the Inspector General, Department of Defense (OIG, DoD), Data Administration Program in accordance with the policies and responsibilities defined in reference a.

B. Cancellation. This Instruction supersedes IGDINST 8320.1, *OIG, DoD, Data Administration Program*, February 16, 1994.

C. Applicability. This Instruction applies to the Office of the Inspector General; the Deputy Inspector General; the Assistant Inspectors General; Director, Administration and Information Management; Director, Departmental Inquiries; Director, Intelligence Review; and the Office of the Deputy General Counsel (Inspector General), which is provided support by the OIG, DoD. For purposes of this Instruction, these organizations are referred to collectively as OIG components.

D. Background. The Office of the Secretary of Defense appointed the Inspector General (IG) as a Principal Staff Assistant with DoD-wide responsibility for the functional areas of audit, inspections, and criminal investigations (reference a). The IG's area of responsibility for data administration in these areas includes the Office of the Secretary of Defense, the Defense Agencies and the Military Departments. In addition to a DoD-wide role, the IG has the responsibility to administer OIG, DoD, component data.

E. Definitions. See Appendix.

F. Scope. This Instruction applies to the administration and standardization of DoD standard data elements generated within the functional areas of audit and criminal investigations for DoD. It also applies to the administration of DoD standard and non-standard data elements generated, stored, or used by the OIG components.

G. Policy

1. Data elements will be administered in ways that provide accurate, reliable, and easily accessible data throughout the OIG and DoD, while minimizing cost and redundancy.

2. Data elements will be standardized to meet the requirements for data sharing and interoperability throughout the OIG and DoD.

3. Data administration will be encouraged and promoted within the OIG and DoD.

H. Responsibilities

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IGDINST 8320.1

1. The **Information Systems Directorate (ISD), Office of the Director, Administration and Information Management (OA&IM)**, shall:

- (a.) Encourage and promote data administration within the OIG, DoD.
- (b.) Serve as the Functional Data Administrator (FDAD) for audit and criminal investigations data as specified in reference a.
- (c.) Enforce the use of OIG and DoD data administration policies, procedures, and standards within the OIG, DoD, and functional areas of responsibility specified in reference b.

2. The **Information Center, ISD**, shall:

- (a.) Serve as the OIG Data Administrator, responsible for data administration within the OIG, DoD.
- (b.) Accomplish duties delegated by the FDAD for the standardization of audit and criminal investigations data.
- (c.) Assist in the development of, provide oversight for and house (or manage contractor housing of) data and activity models for the OIG, DoD, and functional areas of responsibility specified in reference a.
- (d.) Implement and maintain the OIG Data Administration Program.
- (e.) Standardize OIG and DoD functional data as documented in reference b.
- (f.) Coordinate, as appropriate, with subject matter experts on data entities and data elements submitted for review.
- (g.) Develop and maintain (or manage contractor development and maintenance of) a catalog of data elements used by the OIG, DoD, called the OIG Data Repository.
- (h.) Administer (or manage contractor) access to the Defense Data Repository System (DDRS) for OIG, DoD, data entities and elements.
- (i.) Review and validate each DoD component functional data element submitted for consideration as a DoD Standard Data Element.

3. The **Information Technology Services Division, ISD**, shall:

- (a.) Perform database administration.
- (b.) Facilitate, document, integrate, and maintain data and activity models for the OIG, DoD, and functional areas of responsibility specified in reference a.
- (c.) Develop, implement, operate, and maintain the logical and physical OIG, DoD, database.
- (d.) Query the OIG Data Repository and DDRS, as necessary, to fulfill OIG, DoD, data requirements.

4. The **Component Heads** shall:

(a.) Lead, encourage, and promote data administration within the OIG, DoD, and functional areas of responsibility specified in reference a.

(b.) Designate primary and alternate subject matter experts in their areas of expertise.

(c.) Enforce the use of OIG and DoD Data Administration policies, procedures, and standards within the OIG, DoD, and functional areas of responsibility specified in reference a.

5. The **Subject Matter Experts** shall:

(a.) With the assistance of facilitators, if necessary, lead the development and modification of activity and data models within their areas of expertise.

(b.) With the assistance of ISD personnel, develop and modify data elements within their areas of expertise.

(c.) Identify other functional area personnel to be used when developing data elements or performing activity and data modeling within their areas of expertise.

(d.) Query the OIG Data Repository and DDRS for existing activity, data models and data elements.

(e.) Use, whenever appropriate, data extracted from the OIG Data Repository and DDRS in defining functional requirements.

(f.) Coordinate with other DoD components to ensure fulfillment of DoD functional requirements.

6. In addition to the duties described in paragraph 5 above, the **subject matter experts representing audit, and criminal investigations** shall:

(a.) Review and validate all DoD component activity and data models submitted within their areas of expertise.

(b.) Review and validate each DoD component functional data element submitted for consideration as a DoD Standard Data Element.

I. Effective Date. This Instruction is effective immediately.

FOR THE INSPECTOR GENERAL:

/signed/
Joel L. Leson
Director
Office of Administration
and Information Management

APPENDIX DEFINITIONS

1. **Activity Model** is a compilation of models of the processes that make up the functional activity showing inputs, outputs, controls, and mechanisms through which the processes of the functional activity are (or will be) conducted. (Reference a)
2. **Data** are representations of facts, concepts or instructions in a formalized manner suitable for communication, interpretation, or processing by humans or by automatic means. (Federal Information Processing Standard [FIPS] Publication [Pub] 11-3)
3. **Data Administration** is the function of the organization that oversees the management of data across all functions of the organization and is responsible for central information planning and control.
4. **Data Administrator** is a person or group that ensures the utility of data used within an organization by defining data policies and standards, planning for the efficient use of data, coordinating data structures among organizational components, performing logical database design, and defining data security procedures.
5. **Data Element** is a named identifier of each of the entities and their attributes that are represented in a database. (FIPS Pub 11-3)
6. **Data Model** is, in a database, the user's logical view of data in contrast to the physically stored data or storage structure. It is further defined as a description of the organization of data in a manner that reflects the information structure of an enterprise. (FIPS Pub 11-3)
7. **Data Repository** is a specialized database containing information about data, such as, meaning, relationship to other data, origin, usage and format, and the information resources needed by an organization.
8. **Database Administration** is the activity responsible for the enforcement of policies and standards established by the Data Administrator, to include providing technical support for physical database definition, design, implementation, maintenance, integrity and security, and coordinating with computer operations technicians, systems developers, vendors, and users. Database administration is oriented toward technical support for databases and the effective and efficient use of information technology resources.
9. **Defense Data Repository System (DDRS)** is a data repository system that supports DoD, containing metadata (see definition below) about DoD data activities and holdings.
10. **Functional Data Administrator (FDAD)** is a Data Administrator with responsibilities for a functional area assigned by the DoD Data Administrator.
11. **Functional Area** is a range of subject matter grouped under a single heading because of its similarity in use or genesis.
12. **Metadata** is information describing the characteristics of data; data or information about data; descriptive information about the organization's data, data activities, systems, and holdings.
13. **Standard Data Element** is a data element that has been submitted and formally approved for standardization. (Reference b)

14. **Subject Matter Expert** is an individual who knows and understands the functional processes and data needed to satisfy the goals and objectives of a specific functional area.